

CONTACT TIMES FOR INSPECTIONS

(NOTICE SHALL BE GIVEN 48 HOURS IN ADVANCE)

It shall be the **responsibility of the permit holder** (owner or contractor) to contact the inspector when the work has progressed to the point of needing an inspection.

- ☐ **Excavation:** inspector to observe soil types: groundwater elevation, temporary shoring, site safety.
- ☐ **Foundation:** inspector to observe location, size & shape, width, reinforcing, height of unbalanced fill, fireplace jog, ventilation, damp-proofing/waterproofing, foundation drainage, and *either* first floor framing in place *or* proper bracing before backfill
- ☐ **Frame:** call after all framing is in place and the sub-trades have finished all cutting, drilling and notching. inspector to observe species & grade, spans, connections, cutting & notching; and fire-stopping (**after** inspection and sign off from sub-trade inspectors)
- ☐ **Sub-trade Inspections:** call appropriate inspector for individual inspections including, but not limited to: Plumbing, Gas, Electrical, Oil Burner
- ☐ **Fireplace/chimney:** call following completion of firebox , throat and first flue set
- ☐ **Insulation:** after insulation is in place: inspector to observe insulation type, vapor barrier, and R-values
- ☐ **Mechanical:** inspection of duct installation (for type and fastening), furnace plenum, hydronic piping, wood & pellet stoves, dryer vents, bath exhaust fans, heat pumps, etc.
- ☐ **Finish:** call after sub-trade inspectors have signed for final approvals and building, or parts thereof, are ready for occupancy and/or use

Contact Telephone Numbers

Inspection Service	Inspectors Name	Contact Telephone Number
Building Inspection:	Matthew Hakala	(978) 692-5527
Electrical Inspection:	Dennis Kane, Jr.	(978) 692-5527
Gas Inspection:	Chester Cook, Jr.	(978) 692-5527
Plumbing Inspection:	Arthur Smith	(978) 692-5527
Oil Burner Inspection:	Fire Department	(978) 692-5542
Bd. of Health Inspection:	Darren MacCaughey	(978) 692-5509
Fire Department Inspection:	Donald Parsons	(978) 692-5542
Conservation Commission	William Turner	(978) 692-5524
Dig Safe		(888) 344-7223